



State of Idaho
Bureau of Homeland Security

FY 2005

**STATE HOMELAND
SECURITY APPLICATION
KIT & SUPPLEMENTAL
PROGRAM GUIDANCE**

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INTRODUCTION

This grant is specifically designed to address those issues that have been identified in HSPD-8 Presidential Directive. The State of Idaho Bureau of Homeland Security guidance for the 2005 State of Idaho Homeland Security Program supports four programs this year: namely the State Homeland Security Program (SHSP), the Emergency Management Performance Grant Program (EMPG), the Law Enforcement Terrorism Prevention Program (LETPP) and the Citizen Corps Program (CCP). The Metropolitan Medical Response System (MMRS) and Urban Areas Security Initiative (UASI) programs described in FY 2005 Homeland Security Grant Program guidance are not applicable to the state of Idaho and therefore should be disregarded.

The intent is to provide the tools necessary to prepare for response to all types of events from terrorist threats to all hazards within the State of Idaho. The solution areas have been identified as Planning, Equipment, Training, Exercises, and Management and Administration (M&A). The State Strategic Plan (See Appendix A, State of Idaho Strategy for an abbreviated version of the plan) will continue to guide Idaho's homeland security efforts for 2005. For alignment with the State Strategic Plan, it is strongly encouraged that multi-agency and regional solution options be investigated for program execution in all areas. The FY 2005 State Homeland Security Strategy is the basis for the allocation of funds to meet local and tribal government prioritized needs to enhance and refine their preparedness efforts.

This guidance is structured to provide programmatic guidance for all programs. The first two sections will address general grant guidance that applies to all programs and then specific program guidance will address individual programs.

Grant Program Emphasis

NIMS Directive

Homeland Security is the principal federal official for domestic incident management. Consequently, and according to the Homeland Security Presidential Directive/HSPD-5, the Department of Homeland Security has developed and administers a National Incident Management System (NIMS). This system provides a consistent nationwide approach for Federal, State, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. For additional information, refer to Chapter IV of the Federal Grant Guidance which explains the national initiatives.

As mandated by HSPD-5, beginning in FY 2005, adoption of the NIMS will be a requirement for receipt of grant funds from ODP. As such, DHS encourages grantees to begin utilizing NIMS concepts, principles, terminology, and technologies as they are made available by DHS. Additionally, if agencies are not already using the incident command system (ICS), grantees and sub-grantee should institutionalize the use of ICS across their entire response system **by the end of the two-year performance period.**

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2005 STATE HOMELAND SECURITY PROGRAM (SHSP) DESCRIPTION

A. Program Overview

The State Homeland Security Program (SHSP) provides funds to enhance the capability of State and local units of government to prevent, deter, respond to, and recover from incidents of terrorism involving the use of chemical, biological, radiological, nuclear, and explosive (CBRNE) weapons and cyber attacks.

These funds support costs related to:

- Homeland security and emergency operations planning activities;
- Purchase of specialized equipment;
- Costs related to the design, development, and conduct of a State CBRNE and cyber security training programs;
- Attendance at ODP-sponsored courses;
- Design, development, conduct, and evaluation of CBRNE and cyber security exercises; and
- Other costs associated with implementing the State Homeland Security Strategy (SHSS). (Refer to Appendix A of this document.)

B. Authorized Program Expenditures

Funding may be used in any of five categories: (1) planning; (2) equipment acquisitions; (3) training; (4) exercise; and (5) management and administrative (M & A). Authorized program expenditures are delineated in Appendix A of the U.S. Department of Homeland Security, Fiscal Year 2005 Homeland Security Grant Guidelines and Application Kit, page 62 State Homeland Security Program (federal guidance).

C. Regional Response Teams (RRT) Guidance

RRT purchases and financial reporting will be coordinated through the appropriate county POC.

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GENERAL GRANT GUIDANCE

A. Eligible Applicants

Eligible applicants are county and tribal nations within the State of Idaho. Individual benefiting agencies will participate through the county or tribal point of contact. All benefiting agencies, e.g. fire departments, sheriff's offices, ambulance services, etc., will be considered for programmatic participation in this grant.

The SHSP is targeted toward all eleven categories of first responder disciplines. The disciplines are:

- Law Enforcement
- Emergency Medical Services
- Emergency Management
- Fire Service
- HAZMAT Response
- Public Works
- Public Health
- Governmental / Administrative
- Public Safety Communications
- Health Care
- Security
- Citizen Corps
- Non-Profit and Other

EMPG supports the emergency management discipline.

LETPP is targeted for law enforcement.

Citizens Corps Program (CCP) supports existing as well as startup Citizen's Corps Councils and CERT teams.

NOTE: The federal guidance refers to Metropolitan Medical Response System (MMRS) and Urban Areas Security Initiative (UASI) eligibilities. There are no MMRS or UASI jurisdictions within the State of Idaho.

B. Funding Availability

The State of Idaho received \$16,805,270 and will pass through 80% of the SHSP and LETPP funds to local governments and tribal nations. Funds from the different program areas may not be co-mingled. Each sub-grantee will execute a Memorandum of Understanding (MOU) to allow the State to expend 2005 SHSGP funds on their behalf. As authorized by counties and tribes, the State will retain grant funds to pay for purchases and expenditures made by benefiting agencies.

The performance period for the SHSP is from the date of award through March 31, 2007. The EMPG and Citizen Corps portions of this grant are targeted to fund a single county fiscal year regardless of the overall term of the grant. EMPG funds require county matching funds for the fiscal year period.

The US Department of Homeland Security, Fiscal Year 2005 Homeland Security Grant Program allows for grant funds to be drawn down 120 days prior to expenditure. The State of Idaho has elected to not draw down funds prior to expenditure.

C. Allowable Costs

See Section C, Page 25, of the U. S. Department of Homeland Security, Fiscal Year 2005 Homeland Security Grant, Program Guidelines. Allowable costs by program are further defined in the table of allowable costs in Appendix A of the federal guidance.

D. Allowable Management and Administrative (M&A) Costs

Expenditures authorized under M&A are described in Section C and Appendix A of the U. S. Department of Homeland Security, Fiscal Year 2005 Homeland Security Grant, Program Guidelines. The 2.5% M&A will be reimbursed quarterly based on the sub-grantee's reported expenditures for each applicable program area. For further clarification, refer to Page 25 of the Federal Guidance.

E. Application, Award and Submission Requirements

The following steps must be completed in accordance with directions in this package to ensure a successful application and grant award process:

Application Process

Sub-grantees will submit:

1. BHS Form 424 Grant Application with certifications and assurances
2. Budget Detail Worksheets (Insert narrative in "Scope" section of the budget detail worksheet).

Samples are enclosed, and are also available electronically for convenience (See Appendix C).

A single BHS Form 424 is required to apply for all of the funds requested. Counties and tribes are asked to submit separate budget worksheets and narratives for EMPG, LETPP, CCP and SHSP programs. Submit the completed packet through your Area Field Officer. Please read the instructions on the forms for accurate completion.

Sub-grantees may expend funds upon approval of their grant application and associated budget worksheets. Sub-grantees will receive written notice of approval for each funding stream.

The BHS Area Field Officers are the first source of assistance and information regarding this grant. Please refer all questions to them.

North AFO Fred Heywood (208) 666-6738	North Central AFO Debi Ruppe (208) 799-5127	Southwest AFO Pat Lucas (208) 334-3460	Central AFO Gary W. Davis (208) 736-3076	Southeast AFO Ken Fagnant (208) 238-9113	Northeast AFO Mike Clements (208) 745-8641
Benewah Bonner Boundary Coeur d'Alene Tribe Kootenai Kootenai Tribe Shoshone	Clearwater Idaho Latah Lewis Nez Perce Nez Perce Tribe	Ada Adams Boise Canyon Elmore Gem Owyhee Payette Valley Washington	Blaine Camas Cassia Gooding Jerome Lincoln Minidoka Twin Falls	Bannock Bear Lake Bingham Butte Caribou Franklin Oneida Power Shoshone- Bannock Tribes	Bonneville Clark Custer Fremont Jefferson Lemhi Madison Teton

F. Reporting Requirements

Following award of the grant, the counties and tribes will be responsible for providing updated obligation and expenditure information on a quarterly basis. The reports will be submitted on BHS 269 forms with year-to-date expenditures including reimbursements to all benefiting agencies and the county or tribe. Reporting requirements for all programs included in the 2005 HSGP will be consolidated into a consistent financial reporting process to minimize the administrative burden on counties and tribal nations. A financial status report template will be provided on behalf of the county or tribe. The sub-grantees will complete the reports, sign concurrence and return to BHS. Reports will be due back into BHS within 30 days following the end of the quarter. Due dates will be:

FINANCIAL STATUS REPORT DUE DATE	QUARTERLY REPORTING PERIOD
January 31	October 1 – December 31
April 30	January 1 – March 31
July 31	April 1 – June 30
October 31	July 1 – September 30

Reporting of performance and activities associated with grant funded activities will be accomplished in accordance with federal guidance (see Page 58 of the 2005 federal guidance) utilizing the reporting forms and processes in Appendix C of this document. Counties will provide consolidated program information to BHS in their Biannual Progress Reports by the 15th day following the end of the performance period. These are due:

PERFORMANCE REPORT DUE DATE	BIANNUAL REPORTING PERIODS
January 15	July 1 – December 31
July 15	January 1 – June 30

G. Expenditure of Funds

Expenditures will be funded for the various programs as follows:

1. SHSP Program

- Planning – reimbursed quarterly
- Equipment – per Idaho BHS Information Bulletin #3, dated November 19, 2004
- Training – funded and/or reimbursed directly by Idaho State University.
- Exercise – reimbursed by invoice
- M&A – reimbursed quarterly (Not to exceed 2.5% of the actual expenditures)

2. LETPP

- Planning – reimbursed quarterly
- Equipment - per Idaho BHS Information Bulletin #3, dated November 19, 2004
- Training – funded and/or reimbursed directly by ISU

- Exercise – reimbursed by invoice
 - M&A – reimbursed quarterly (Not to exceed 2.5% of the actual expenditures)
- 3. CCP – Reimbursed quarterly**
- M&A – reimbursed quarterly (Not to exceed 2.5% of the actual expenditures)
- 4. EMPG – Reimbursed quarterly**
- M&A – reimbursed quarterly (Not to exceed 2.5% of the actual expenditures)

NOTE: Sub-grantees may request invoice payment options for a specific need. Such requests will be coordinated through the Area Field Officer and considered on a case-by-case basis.

H. Unallowable Costs

See U. S. Department of Homeland Security, FY 2005, Homeland Security Grant, Program Guidelines, Paragraph III, D, Page 41.

I. Federal Rules and Regulations Governing Grant Funds

The Office of Justice Programs' Office of the Comptroller will continue to provide fiscal support and oversight of the grant programs included in this solicitation.

Counties and tribes are reminded to review the following documents and ensure that grant activities are conducted in accordance with the applicable guidance:

1. 28 CFR. Part 66 (Uniform Administrative Requirements for Grants to States);
2. Office of Management and Budget (OMB) Circular A-87, addressing cost principles for grants to state and local governments;
3. 28 CFR. Part 70 (Common Rule for Administrative Requirements for Grants to non-profits); and
4. OMB Circulars A-122 and A-21, addressing cost principles for grants to non-profit entities.

J. Audit Requirements

Sub-grantees will comply with the single audit requirements of *OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations*, located at <http://www.whitehouse.gov/omb/circulars/index.html>.

EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) GUIDANCE

A. Program Overview

Funds provided through the FY 2005 EMPG enable states to structure individual emergency management programs based upon identified needs and priorities for strengthening their emergency management capabilities. States have the flexibility to develop intrastate emergency management systems that encourage the building of partnerships which include governments, businesses, volunteers, and community organizations. All levels of government, including tribal governments, should participate in developing emergency management capabilities under this grant for joint operations, and effective mutual aid on a local, regional, state-to-state, and nation-wide basis.

Comprehensive emergency management should include local emergency management programs while considering issues of national concern. Although DHS expects states to include support for their local jurisdictions in its EMPG programs, each state is responsible for determining the appropriate amount of funding to be passed through to support the development or enhancement of local emergency management capabilities. Idaho Code defines the percentage of EMPG funds that will be provided to county emergency management programs.

B. Developing EMPG Work Plans

States should use the EMAP Standards structure and NIMS (as published by DHS on March 1, 2004) as a basis for developing work plans and performance evaluations for EMPG. As a condition for receipt of funds, states must comply with FY 2005 NIMS implementation requirements (see NIMS, Page 46 for further information). In addition, states are encouraged to begin to move toward compliance with the EMAP standards. Additional information on the EMAP standards is available at: <http://www.emaponline.org/index.cfm>; additional information on NIMS is available at: <http://www.fema.gov/nims>. Results from other assessment can also serve as a reference and can include specific targeting of the EMPG to those areas identified as needing improvement.

C. Cost Share Requirements

EMPG has a 50% federal and 50% applicant cost-share, cash or in-kind match requirement. For further information on allowable sources and types of funds, timing of match contributions, and records for match, please consult the *OJP Financial Guide*, Chapter 3 available at: <http://www.ojp.usdoj.gov/FinGuide/>. DHS administers cost sharing requirements in accordance with 44 CFR 13.24, which is located at: http://a257.g.akamaitech.net/7/257/2422/04nov20031500/edocket.access.gpo.gov/cfr_2003/octqtr/44cfr13.24.htm.

D. Program Requirements

ODP does not require a specific number of activities or projects. However the statement of work proposed will be proportionate to the level of the county emergency management program and of appropriate emergency management

components, other hazards/vulnerability and needs assessments, the mitigation plan, post-disaster reviews, corrective actions programs, and the EMPG funding appointed to those tasks. EMPG is a consolidated grant, which originally included programs that provided formula and project grants. The current program is primarily a formula grant providing support for essential expenses including salaries, benefits, equipment, supplies, maintenance of facilities and other necessary costs of state and local emergency management departments and agencies. Program activities for state and local emergency support functions should be described in the program narrative and categorized by emergency support functions as goals and objectives. Special projects are also allowable under EMPG, as they were under several of the original constituent programs. Such projects may be included within the framework of the emergency support functions or presented separately.

A county's EMPG should establish the framework for accountability, and be based on results, not processes. In order to develop a results-oriented program, a county should be able to answer the following questions:

- What are we trying to achieve or what is the problem needing a solution?
- How will we get there?
- How will we know if we are getting there?

Once the county selects the issue it would like to address, it can determine the issue-related goal (the desired outcome), the strategies it will pursue to achieve the goal, and how it will recognize progress in achieving the outcome. EMPG progress reports should quantify measurable outcomes.

Sub-grantees must maintain and expand any necessary capabilities to have an effective emergency management program. These capabilities must be able to address *all hazards* emergencies. The state will work with the counties as necessary to ensure that proposed goals, objectives, and projections of accomplishments include, or provide for the development of, appropriate baselines, tracking methodology(ies), and reporting mechanisms.

E. Authorized Program Expenditures

Funds provided through the EMPG program shall be used for emergency management programs to accomplish the following initiatives:

1. **Emergency Management Organization Program.** Programs must continue to fund all necessary aspects of the emergency management program that support day-to-day preparedness, response, and recovery activities, including mitigation efforts.
2. **Homeland Security Assessment and Strategy Integration.** Ensure that EMPG strategic goals, objectives, operational capabilities, and resource requirements are adequately incorporated in and reflective of State Homeland Security Strategies. Emergency management agencies and/or departments should coordinate these EMPG program strategic goals and objectives with state and urban area operational plans and procedures accordingly.
3. **NRP and NIMS.** Emergency management programs must update and/or modify their operational plans, and training and exercise activities, as necessary, to achieve conformance with the NRP and the NIMS implementation guidelines, coordinating structures, processes, and protocols, as required. Federal departments and agencies are mandating adoption of

NIMS by state and local organizations as a condition for federal preparedness assistance after October 1, 2004. For more information on NIMS compliance please consult <http://www.fema.gov/nims>.

All initiatives in the EMPG program should align with the 15 emergency support functions (ESFs) as defined in the National Response Plan. These functions can be addressed through the following categorical activities, which include planning, organization, equipment, training, exercise and M&A categories. These following categorical activities also include example activities that are allowable under the FY05 EMPG program. For the 15 emergency management functions, refer to Appendix F.

All costs under these categories must be eligible under OMB Circular No. A-87, Attachment A, located at <http://www.whitehouse.gov/omb/circulars/index.html>.

In summary, this includes:

FY2005 EMPG Allowable Costs

Personal Services	This includes salary, overtime, compensatory time off and associated fringe benefits.
Travel	Recipients must follow their own established travel policy. In lieu of that, recipients must follow the state's travel policy.
Equipment	This is defined as property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.
Operating Expenses	This includes all items not defined as equipment such as printing, postage, communications, data processing, etc.
Contractors/Consultants	This includes funds allocated for contractual agreements.

The following sections highlight allowable activities under the EMPG program. See FY 2005 HSGP guidance, Appendix A: Authorized Program Expenditures for additional specific programmatic guidance regarding these activities.

Planning

EMPG funds may be used for a range of emergency management planning activities, including the following:

- Planning for the implementation of NIMS
- Modifying existing incident management and emergency operations plans to ensure proper alignment with the NRP coordinating structures, processes and protocols
- Developing/enhancing comprehensive emergency management plans
- Developing/enhancing all-hazards mitigation plans
- Developing/enhancing catastrophic incident plans
- Developing/enhancing logistics and resource management plans
- Developing/enhancing evacuation plans, including sheltering efforts
- Developing/enhancing mass casualty and mass fatality plans
- Developing/enhancing financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program
- Public education and awareness
- Developing/enhancing a crisis communications plan

- Updating the State Homeland Security Strategy to address all-hazards
- Developing/enhancing other response and recovery plans
- Developing/enhancing emergency management plans to integrate citizen/volunteer resources and participation
- Conducting a hazard analysis and risk assessment
- Other EMPG related planning activities.

F. State Mitigation Strategies

BHS objectives for mitigation include every county having an approved all-hazards mitigation plan by 2010. Including the current planning awards, 25 counties will have plans. Most other counties have a fire mitigation plan that could provide the basis for expansion to an all-hazards plan.

All-hazards mitigation plans identify actions and projects that reduce the impact of natural hazards. These actions and projects can also reduce damage from man-made threats. Multi-objective solutions can take advantage of several funding streams. For instance, Citizen Corps Councils can be used as a means to disseminate mitigation messages

EMPG funds can be used to assist in mitigation plan development, to educate the public about ways to reduce the impact of disasters on their homes and property, to incorporate mitigation concepts into building departments, planning and zoning departments and to facilitate partnerships with government, business and citizens to strengthen community disaster-resistance.

Allowable Mitigation Projects

- Develop multi-hazard mitigation plans to identify loss-reduction projects and be eligible to receive mitigation grants to implement them.
- Apply for the Pre-Disaster Mitigation (PDM) grant program to identify planning needs or eligible projects and develop applications to fund them.
- Engage existing partnerships or councils to increase the knowledge and capability to carry out mitigation activities and programs and to augment emergency management resources.
- Assist jurisdictions to adopt the State-adopted International Building Code to provide minimum life-safety design for new construction and cost-effective seismic upgrades to older buildings.
- Assist at-risk communities without Dam Safety Emergency Action Plans to develop useful plans.

G. Organization

EMPG funds may be used to support the following emergency management related organizational activities:

- Emergency management routine activities, staffing and response and recovery operations
- Other EMPG related organization activities

H. Equipment

EMPG funds may be used for specialized equipment acquisition from select equipment categories listed in the FY05 ODP AEL. The FY05 AEL is available in its entirety online through the RKB at <http://www.rkb.mipt.org>. For more information on allowable equipment categories, please refer to *Appendix A, Authorized Program*

Expenditures, of the federal guidance. The select allowable equipment categories include the following:

- Geographic Information Systems (GIS) related equipment
- Emergency Operations Center equipment
- Other EMPG related activities.

I. Training

EMPG funds may be used for a range of emergency management-related training activities to enhance the capabilities of state and local personnel, including the following:

- Developing/enhancing systems to monitor training programs
- Conducting all-hazards emergency management training, including NIMS
- Attending Emergency Management Institute (EMI) training or delivering EMI train-the-trainer courses in the states as allowed previously under EMPG and not limited to terrorism-related courses
- Other EMPG related training activities

J. Exercises

EMPG funds may be used to design, develop, conduct, and evaluate emergency management related exercises. Exercises must be consistent with the principles outlined in the Homeland Security Exercise and Evaluation Program, as well as applicable existing emergency management standards. Activities include the following:

- Developing/enhancing systems to monitor exercise programs
- Conduct of all-hazards exercises, based on the likely hazards / scenarios a jurisdiction may encounter
- Conducting emergency management exercises, while incorporating NIMS
- Other EMPG related exercise activities.

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LAW ENFORCEMENT TERRORISM AND PREVENTION PROGRAM (LETPP)

GUIDANCE

A. Overview

The FY 2005 LETPP seeks to provide law enforcement communities with enhanced capabilities for detecting, deterring, disrupting and preventing acts of terrorism. The 2005 LETPP will provide law enforcement communities with funds for the following prevention activities:

- Information sharing to preempt terrorist attacks;
- Target hardening to reduce vulnerability of selected high value targets;
- Recognition of potential or developing threats;
- Interoperability communications; and
- Intervention of terrorist before they can execute a threat.

These funds may be used for planning, organization, training, exercises and equipment acquisitions.

B. Program Requirements

All uses of LETPP funds must be consistent with, and supportive of, implementation of Idaho's State Strategic Plan (refer to Appendix A, State of Idaho Strategy, for an abbreviated version of the plan). Linkages between specific projects undertaken by the applicants with LETPP funds and state identified strategic goals and objectives will be reported through the previously adopted 2005 State of Idaho Homeland Security Program reporting mechanism to the Idaho Bureau of Homeland Security (BHS).

Submission requirements, application and award are the same as those identified in Idaho's Bureau of Homeland Security SHSGP Guidance and Application Kit. However, all LETPP program activities are specifically intended for law enforcement applications.

C. LETPP Operational Activities

LETPP provides the opportunity to enhance regional preparedness efforts. Counties and tribal nations are encouraged to employ regional approaches to planning and preparedness and to adopt regional response structures whenever appropriate to meet the needs identified through the assessments and the State Homeland Security Strategy (SHSS) as represented in Idaho's State Strategy (refer to Appendix A).

D. Eligible Applicants

Eligible applicants are all public law enforcement agencies within counties and tribal nations within the State of Idaho. Individual law enforcement benefiting agencies within the county or tribal nation are encouraged to participate through their county or tribal single point of contact (POC) which is identified in the 2005 State Homeland Security Program Guidance (SHSPG), application form BHS 424.

E. General Guidance

- 2005 LETPP funds are available until March 31, 2007.
- 2005 LETPP funds are available immediately upon award and approval of a project proposal.
- All allocations and use of funds under the LETPP must support the Idaho

- Homeland Security Strategy
- Throughout the project period, the BHS will be available to assist the eligible counties and tribes in enhancing their homeland security preparedness through planning, training, equipment acquisition, and exercises.
- Jurisdictions may choose to expend their awards among any of the six solutions areas listed below.

F. Authorized Program Expenditures

Funds may be used in any of six cost areas:

1. Planning
2. Operational
3. Equipment
4. Training
5. Exercises
6. M & A

G. Allowable Planning Costs

- Development of and participation in information/intelligence sharing groups
- Point vulnerability analyses and assessments
- Development and review of site security buffer zone plans
- Soft target security planning (public gatherings)
- Development, implementation and review of area maritime security plans for ports, waterways and coastal areas.
- Updating and refining threat matrices
- Conducting local or regional implementation meetings
- Hiring of full or part-time staff or contractors/consultants to assist with intervention activities (not for the purpose of hiring public safety personnel)
- Developing or updating local or regional communication plans
- Development or enhancement of cyber security plans
- Development or enhancement of cyber risk mitigation plans
- Conducting cyber risk and vulnerability assessments

H. Allowable Operational Activities

In support of the 2005 LETPP, efforts to provide law enforcement communities with enhanced capabilities for detecting, deterring, disrupting and preventing acts of terrorism, state and local governments may use 2005 LETPP funds to support operational activities. Not more than **25%** of the gross amount of the LETPP award may be used for the operational expenses and overtime costs for the organizational activities noted below, which includes the operational costs incurred at **Code Orange** alerts that are associated with increased security measures at critical infrastructure sites. These funds may be used for the following three (3) operational activities:

1. Grantees and sub-grantees may use LETPP funds for select operational expenses associated with increased security measures at critical infrastructure sites, incurred during time periods of **DHS-declared Orange Alert**. Funds may only be used in the following authorized categories:
 - a) Backfill and overtime expenses for staffing state or local EOCs
 - b) Hiring of contract security for critical infrastructure sites
 - c) Public safety overtime

2. Overtime costs are also allowable for personnel to participate in information, investigative and intelligence-sharing activities specifically related to homeland security. This includes activities such as anti-terrorism task forces, Joint Terrorism Task Force (JTTF), Area Maritime Security Committees (as required by the Maritime Transportation Security Act of 2002), and Terrorism Early Warning (TEW) groups.
3. Hiring of contractors/consultants for participation in information/intelligence sharing groups or intelligence fusion center.

Funding may not be used to supplant on-going, routine public safety activities of state and local law enforcement, and may not be used to hire staff for operational activities or backfill.

I. Allowable Equipment Costs

The Office for Domestic Preparedness has developed a list that is a guide for equipment items that are acceptable LETPP equipment expenditures for FY 2005. The eligible comprehensive equipment list is available at <http://www1.rkb.mipt.org>. If local units of government have questions about eligibility of equipment not specifically addressed in the FY 2005 LETPP federal guidance, they should contact their BHS Area Field Officer for clarification.

For the year of FY 2005 LETPP equipment purchases are authorized in the following 15 categories:

- COM – Interoperable Communications Equipment
- CYB – Cyber Security Enhancement Equipment
- EXP – Explosive Device Mitigation and Remediation Equipment
- INF – Information Technology
- ISS – Inspection and Screening Systems
- INT – Intervention Equipment
- OTH – Other Authorized Equipment (See federal guidance)
- PPE – Personal Protective Equipment
- PWE – Power Equipment
- REF – CBRNE Reference Materials
- SEC – Physical Security Enhancement Equipment
- SUP – CBRNE Logistical Support Equipment
- TEW – Terrorism Incident Prevention Equipment
- VEH – CBRNE Incident Response Vehicles
- WAT – CBRNE Response Watercraft

J. Allowable Training Costs

LETPP funds may be used for a range of law enforcement terrorism prevention related training activities to enhance the capabilities of state and local personnel:

- Training courses on building information sharing capacities
- Training that includes methods of target hardening (overtime/backfill costs associated with training are eligible expenditures)
- Training for facility security personnel (same eligibility criteria)
- Training for vessel and port law enforcement security personnel for recognition of CBRNE threats
- Weaponization of WMD agents
- History of terrorism and social environments contributing to threats
- Surveillance techniques
- Identifying/assessing critical infrastructure assets, vulnerabilities and threats
- Intelligence analysis
- Cyber security enhancements

- Multi-cultural training for undercover operations
- Language training
- Joint training with other homeland security entities (Secret Service/Customs and Border Protection)
- Training on the use of interoperable communications equipment

Multiple-level training should be focused on a regional model. Grantees using these funds to develop their own courses should address the critical training areas and gaps identified in the State's Homeland Security Strategy and must adhere to the ODP Emergency Responder Guidelines and ODP Prevention and Deterrence Guidelines. These guidelines may be found at:

http://www.ojp.usdoj.gov/odp/whatsnew/whats_new.htm

Grantees who wish to use grant funds to support attendance of and/or development of non-ODP sponsored training, must receive approval from Idaho State University (ISU) Institute of Emergency Management prior to using the funds for this purpose. For an explanation of this and other allowable training related costs, see SHSP Training Guidance, Appendix D. The ISU Institute of Emergency Management website is <http://www.isu.edu/idiem/>.

K. Full or Part-Time Staff or Contractors/Consultants

Full or part-time staff may be hired to support planning and training related activities. Refer to federal guidance Appendix 2 and Appendix 7. Payment of salaries and fringe benefits must be in accordance with the policies of the state or local units(s) of government and have the approval of the state or the awarding agency, whichever is applicable. The services of contractors/consultants may also be procured in the design, development, conduct and evaluation of CBRNE training. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.

L. Travel

See SHSP federal guidance.

M. Supplies

See federal guidance, Chart A-7 & 9

N. Other Items

These costs include the rental of space/locations for planning and conducting training, badges, etc. Refer to federal guidance for Planning A-2; Equipment A-5; Training A-7; and Exercise A-9.

O. Allowable Exercise Costs

LETPP funds may be used to plan for, design, conduct and evaluate exercises that train homeland security preparedness, prevention and response personnel, evaluate prevention and response plans, policy, procedures and protocols and assess the readiness of jurisdictions to prevent and respond to a terrorist attack. See SHSP Exercise Guidance, Appendix E.

P. Allowable types of LETPP exercises

1. Exercises to evaluate the effectiveness of information sharing plans, policies, procedures and protocols
2. Exercises to evaluate facility and/or vessel security protection

3. Exercises to evaluate area maritime security protection
4. Exercises to evaluate threat recognition capabilities
5. Exercises to evaluate cyber security capabilities
6. Exercises to evaluate prevention readiness and techniques
7. "Red Team" (force on force) exercises
8. Interoperable communications exercises
9. Exercises to evaluate NIMS implementation
10. Exercises to evaluate agricultural/food security capabilities
11. Critical infrastructure vulnerability, protection and/or attack exercises

Q. Allowable Exercise-Related Costs

See SHSP Exercise Guidance for a complete breakdown and explanation of the allowable exercise related costs, contact the regional exercise coordinator or the state exercise specialist.

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CITIZENS CORPS PROGRAM (CCP) GUIDANCE

A. Overview of the Program

On October 18, 2004, the President signed the Department of Homeland Security (DHS) Appropriation Act of 2005; thereby providing vital funding needed to ensure the safety and security of our homeland. Citizens are a critical component of homeland security. Recent surveys indicate that citizens are concerned about the threats facing the nation and are willing to participate to make their communities safer, yet most Americans have low awareness of federal, state, and local emergency preparedness plans, are not involved in local emergency drills, and are not adequately prepared at home.

The Citizen Corps program harnesses the power of every individual through education, training, and volunteer service to make communities safer, stronger, and better prepared to respond to threats of terrorism, crime, public health issues, and disasters of all kinds. It accomplishes this mission in conjunction with its five partner programs: Community Emergency Response Teams (CERT), Volunteers in Police Service (VIPS), Medical Reserve Corps (MRC), Fire Corps and Neighborhood Watch. In support of this mission, all sub-grantees must work to engage citizens through the following:

1. **Establish and maintain a Citizen Corps Council.** Develop and implement a plan to engage all citizens in homeland security, community preparedness, and family safety.
2. **Expand plans and task force memberships to address citizen participation.** Develop or revise local plans, such as EOPs, to integrate citizen/volunteer resources and participation, and include advocates for increased citizen participation in task forces and advisory councils.
3. **Develop a plan to inform and engage the public.** Educate the public on personal preparedness measures, alert and warning systems, and local emergency plans via a range of community venues and communication channels.
4. **Include citizens in training and exercises.** Provide emergency preparedness and response training for citizens, and involve citizens in all aspects of emergency preparedness exercises, including planning, implementation, and after action review.
5. **Develop or expand programs that integrate citizen/volunteer support for the emergency responder disciplines.** Develop or expand the Citizens Corps Programs (Volunteers in Police Service (VIPS), Medical Reserve Corps (MRC), Community Emergency Response Teams (CERT), Neighborhood Watch, and Fire Corps), activities of the Citizen Corps affiliates, and other opportunities for citizens to support emergency responders year-round and during a disaster.
6. **Coordinate Citizen Corps activities with other DHS funded programs and initiatives.**

The Citizen Corps mission is reflected in all aspects of 2005 grants. To that end, Citizen Corps activities should be incorporated in all projects that are undertaken on a county level that relate to 2005 grant program funding.

B. Program Requirements

All use of Citizen Corps funds must be consistent with and supportive of implementation of Idaho's State Strategic Plan. Linkages between specific projects undertaken by the applicants with Citizen Corps funds and state identified strategic goals and objectives will be reported through the 2005 Citizen Corps Program reporting mechanism to the Idaho Bureau of Homeland Security, (IBHS).

1. Objectives that need to be accomplished with 2005 Citizen Corps funds

- a. Local governments initiate, organize and maintain an active Citizen Corps Council.
- b. Register and update information regarding their Citizen Corps Councils and programs/activities on the Citizen Corps website (www.citizencorps.gov) and on other relevant programmatic websites.
- c. Communities with established Citizen Corps programs will be able to continue, maintain and expand upon them.
- d. Survey the community to assess increased awareness and Citizen Corps participation.

2. Objectives of a Council

- a. Match the needs of first responders with the skills and abilities of volunteers to make their families, their homes and their communities safer from the threats of terrorism, crime and disasters of all kinds.
- b. Educate the citizens on safety, how to take an active role in protecting themselves from harm, and what to do in the event of a crisis.
- c. Spearhead efforts to offer citizens new and existing volunteer opportunities, educational information, and training courses to address crime, terrorism and natural disaster risks.
- d. Promote all Citizen Corps programs and activities across the community.
- e. Capture innovative practices and report accomplishments that can be replicated in other communities nationwide.
- f. Local Citizen Corps Councils participate in monthly Citizen Corps Conference Calls.
- g. The Council will facilitate the Citizen Corps mission of harnessing the power of every individual through education, training and volunteer service to make a community safer, stronger and better prepared to respond to threats of all kinds.

3. Organizations to implement Citizen Corps at a local level

- a. Local emergency management
- b. Local Emergency Planning Committee (LEPC)
- c. Voluntary Organizations Active in Disaster (VOAD)
- d. Other Volunteer Agencies

This program is to be tailored to your community while following the mission of Citizen Corps. Creating a new organization to start a Council is not required. If your community already has a strong team that brings together all sectors of your community, including first responders and volunteer groups, you may want to ask this group to take on the responsibility of promoting preparedness training, education and volunteerism and to acknowledge this group as affiliated with Citizen Corps. You are strongly encouraged to leverage existing resources and build on current successful programs whenever possible.

4. Regional Approach

Citizen Corps funds provide the opportunity to enhance regional preparedness efforts. Counties and tribal nations are encouraged to employ regional approaches to planning and preparedness and to adopt regional response structures whenever appropriate to meet the needs identified through the assessments and the State Homeland Security Strategy (SHSS).

5. Funding Availability

The 2005 Citizen Corps funds will be awarded as a formula grant and this formula determines the amount of allocation each applicant may receive. Through the DHS Office of State and Local Governments Coordination and Preparedness' (SLGCP) Office of Domestic Preparedness (ODP), \$138,609 has been allocated for the State of Idaho Citizen Corps initiatives. There is \$80,670.44 available for Idaho Citizen Corps programs in counties and tribes. The distribution formula determines the allocation each applicant may receive. 80% of the funding is allocated for established councils and is distributed based on population and 20% is allocated equally for non-established councils.

C. General Guidance

- All allocations and use of funds under the 2005 Citizen Corps grant must support the Idaho Homeland Security Strategy.
- Throughout the project period, the State Citizen Corps Program Manager and the Area Field Officers will be available to assist sub-grantees.
- Jurisdictions may choose to expend their awards among any or all of the approved areas listed in the 2005 guidance.
- Application, award and submission requirements/process are the same as those that are identified in Idaho's Bureau of Homeland Security 2005 Grant Guidance and Application Kit.

1. Biannual Progress Reports shall include the following information:

- a. Overview of interaction with Citizen Corps Council, CERT, VIPS, MRC, Fire Corps and Neighborhood Watch programs to include any new enrollees.
- b. Number of Citizen Corps Council, CERT, VIPS, MRC, Fire Corps, and Neighborhood Watch meetings held.
- c. The total number of members attending these meetings by program.
- d. Number of trainings held for each of the programs.
- e. Successes in any of the programs.
- f. Examples of citizen participation in community preparedness and family safety, including crime prevention, mitigation, preparedness, disaster response and recovery, and public health activities.
- g. Number of volunteers participating in formal programs relating to crime prevention, emergency preparedness, mitigation or response, and public health needs, to include participation in official Citizen Corps programs.
- h. Number of people trained in community preparedness and family safety measures, to include first aid, emergency preparedness, and general safety precautions, to include participation in official Citizen Corps programs.
- i. Partnerships with other organizations to help in efforts. What is the role of these organizations? What is the benefit?

- j. Information on outreach conducted (include copies of ads, flyers, brochures, etc.). Include where outreach was conducted and what audience was being informed?
- k. Assessment of increased awareness of emergency preparedness, response and recovery by citizens.
- l. Information on tracking databases used to follow volunteers or training.
- m. Concerns regarding a jurisdiction's use of its grant allocation or difficulty in meeting any target goals. The report should also include any suggested remedies.

D. Expenditure of Funds

Funds may be expended in accordance with FY 2005 SHSP Federal Guidance, Page 80, Section C: Authorized Program Expenditures.

APPENDIX

A

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APPENDIX A – State Homeland Security Strategy

Goal 1: Define and Ensure Local Initial Response Capability

OBJECTIVE: Equipped – Continue to build basic response equipment inventory

OBJECTIVE Exercised – Conduct tactical exercises and drills

OBJECTIVE: Exercised – Build capacity for intensive NIMS practical exercises by 04-06.

OBJECTIVE: Organization – Refine 30% of intrastate mutual aid relationships by 04-06

OBJECTIVE: Organization – Provide credible remedial actions based upon exercise and response "AFTER ACTION REVIEWS" when they become available.

OBJECTIVE: Organization – Monitor corrective action plan progress to ensure appropriate solution areas are engaged and that strategic and implementation/action plans are modified accordingly.

OBJECTIVE: Trained – Continue to train at awareness level (reach 75% of responders by 12-05); Begin operations defensive training (reach 35% of targeted responders by 12-05).

Goal 2: Refine and ensure regional response operational capability.

OBJECTIVE: Equipped – Continue to build regional hazmat/WMD basic and advanced equipment inventory by 04-05.

OBJECTIVE: Equipped – Stand up two heavy rescue teams in Idaho by 05-06.

OBJECTIVE: Exercised – Conduct a significant inter-regional exercise in fall, 2004. Exercise to test local, state, regional capability and ability to begin transition to a unified command with federal partners.

OBJECTIVE: Exercised – Ensure that each of Idaho's seven hazmat/WMD teams participates in at least one full-scale exercise by 05-06 – five will be regional or inter-jurisdictional in participation.

OBJECTIVE: Exercised – Teams participate in AAR, submit cost recovery information, follow corrective action plan.

OBJECTIVE: Organization – Foster development of three heavy rescue teams in Idaho by 05-06.

OBJECTIVE: Plans/Procedures – Formalize hazmat/WMD regional capability requirements by 04-05.

OBJECTIVE: Trained – Stand up two heavy rescue teams in Idaho by 05-06.

Goal 3: Increase proactive terrorism prevention and infrastructure protection efforts.

OBJECTIVE: Equipped – Continue to support local and statewide warning systems. Needs defined by 07-04.

OBJECTIVE: Equipped – Foster a northern Idaho bomb unit.

OBJECTIVE: Organization – Acquire infrastructure protection expertise for state planning and to provide competent advice to local jurisdictions by 07-04.

Recruit and hire specialist

OBJECTIVE: Plans/Procedures – Develop appropriate infrastructure protection plans by 05-06.

Goal 4: Ensure seamless local, state, federal response coordination.

OBJECTIVE: Organization – Develop on-scene, state-level incident response support capability by 12-05.

OBJECTIVE: Organization – Develop and evaluate state credentialing for responders pilot project.

OBJECTIVE: Organization – Develop competencies requirements

OBJECTIVE: Plans/Procedures – Develop federal, state, local shared GIS based planning documentation by June 30, 2005

OBJECTIVE: Plans/Procedures – Establish interoperability communications criteria; begin system and operational design by 05-06.

OBJECTIVE: Trained – Continue to implement NIMS

Goal 5: Foster citizen participation and support for homeland security and emergency management programs

OBJECTIVE: Organization – Enhance Citizens Corps/CERT/VOAD in Idaho by 05-06.

OBJECTIVE: Organization – Enhance RACES program by 05-06.

OBJECTIVE: Plans/Procedures – Continue aggressive liaison/collaboration with public officials and Idaho citizens concerning homeland security and emergency management issues throughout the grant performance period.

Goal 6: Ensure ability to transition from emergency response to recovery and the ability to sustain long term recovery efforts.

OBJECTIVE: Plans/Procedures – Ensure appropriate capacity is available for long-duration support activities by 04-05.

OBJECTIVE: Trained – Upgrade existing all-hazard recovery expertise and become familiar with issues surrounding long term operations and evidence preservation issues associated with terrorist acts.

APPENDIX

B

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APPENDIX B – Acronym List

- A** AAR After Action Reports
 AEL Authorized equipment list
- B** BHS Bureau of Homeland Security
- C** CAP Corrective Action Plan
 CAPR Categorical Assistance Progress Reports
 CBRN Chemical, Biological, Radiological and Nuclear
 CBRNE Chemical, Biological, Radiological, Nuclear, And Explosive
 CERT Community Emergency Response Teams
 CFDA Catalog of Federal Domestic Assistance
- D** DHS U.S. Department of Homeland Security
- E** EMS Emergency Medical Services
- F** FOIA Freedom of Information Act
 FSR Financial Status Report
- G** GIS Geographic Information System
- H** HAZCAT Hazard Categorizing
 HazMat Hazardous Materials
 HSEEP Homeland Security Exercise and Evaluation Program
 SHSGP Homeland Security Grant Program
- I** ICS Incident Command System
 IP Improvement Plan
- M** M&A Management and Administrative
- N** NIMS National Incident Management System
- O** ODP Office for Domestic Preparedness
 OMB Office of Management and Budget
- P** PPE Personal Protective Equipment
- S** SAA State Administrative Agency
 SEL Standardized Equipment List
 SHSAS State Homeland Security Assessments and Strategies
 SHSP State Homeland Security Program
 SHSS State Homeland Security Strategy
 SPOC Single Point of Contact
- T** USAR Urban Search and Rescue
- W** WMD Weapons of Mass Destruction

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APPENDIX

C

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APPENDIX C – Application Kit & Reporting Forms

The application will be a BHS Form 424 with Assurance and Certifications. Copies of these forms are attached. Electronic Forms may be acquired from the Area Field Officer.

IDAHO BUREAU OF HOMELAND SECURITY APPLICATION FOR ASSISTANCE (SUBGRANT APPLICATION FOR ASSISTANCE)				
1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-construction		Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	2. DATE SUBMITTED 4. GRANT NUMBER 2005-GE-T5-0044	3. DATE RECEIVED BY STATE
5. APPLICANT INFORMATION				
Legal Name:		Organizational Unit:		
Address:		Person to be contacted on matters involving this application Name: _____ Title: _____ Phone: _____ Fax: _____ E-Mail: _____		
6. EMPLOYER IDENTIFICATION NUMBER (EIN): (Tax ID #)		7. Organizational DUNS:		
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (Specify) _____		9. TYPE OF APPLICANT: A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (specify) _____ <input style="width: 50px;" type="text"/>		
CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 97.067		DESCRIPTIVE TITLE OF APPLICANTS PROJECT:		
12. TITLE (Name of Program)		State Homeland Security Program (SHSP)		
STATE OF IDAHO HOMELAND SECURITY GRANT PROGRAM FY 2005		Law Enforcement Terrorism Prevention Program (LETPP)		
AREAS AFFECTED BY PROJECT <i>(Cities, Countries, Tribes, States, etc.)</i>		Citizen Corps Program (CCP)		
PROPOSED PROJECT		CONGRESSIONAL DISTRICTS OF:		
Start Date	Ending Date	a. Applicant	b. Project	
October 1, 2004	March 31, 2007			
ESTIMATED FUNDING:				
a. SHSP County Planning	\$.00	k. SHSP RRT Training	\$.00	
b. SHSP County Equipment	\$.00	l. SHSP RRT Exercise	\$.00	
c. SHSP County Training	\$.00	m. Other	\$.00	
d. SHSP USAR Training	\$.00	n. LETPP	\$.00	
e. SHSP County Exercises	\$.00	o. LETPP M&A	\$.00	
f. SHSP County Exercise Specialist	\$.00	p. CCP	\$.00	
g. SHSP Regional Exercises	\$.00	q. CCP M&A	\$.00	
h. SHSP County Management & Admin (M&A)	\$.00	r. EMPG	\$.00	
i. SHSP Region Response Team (RRT) Planning	\$.00	s. EMPG M&A	\$.00	
j. SHSP RRT Equipment	\$.00	t. TOTAL	\$.00	
17. WILL THE APPLICANT BE SUBMITTING A SINGLE AUDIT FOR FEDERAL FUNDS EXPENDED OVER \$500,000? (See OMB A-133) <input type="checkbox"/> Yes <input type="checkbox"/> No				
18. WILL THE APPLICANT BE EARNING PROGRAM INCOME? <input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No				
19. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No				
20. TO THE BEST OF MY KNOWLEDGE AND BELIEF ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES AND CERTIFICATIONS.				
a. Print Name of Authorized Representative:				
b. Title		c. Telephone Number:		
d. Email:		e. Fax Number:		
f. Signature of Authorized Representative		g. Date Signed		

Authorized for Local Reproduction

BHS FORM 424 5/26/05



STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63.
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); *see* Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity—
 - a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b) it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Signature

Date



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE
(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

OJP FORM 4061/6 (3-91) REPLACES OJP FORMS 4061/2, 4061/3 AND 4061/4 WHICH ARE OBSOLETE.

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 833 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

*U.S. Government Printing Office: 1996-405-037/40014

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by CMB
0348-0046

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known:			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:		
6. Federal Department/Agency:			7. Federal Program Name/Description: CFDA Number, if applicable: _____		
8. Federal Action Number, if known:			9. Award Amount, if known: \$		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____		
Federal Use Only:				Authorized for Local Reproduction Standard Form L.L. (Rev. 7-97)	

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Instructions for Automated 2005 SLGCP Grant Program Financial Status Report Form

If you have any problems with this program and forms or find any errors in its automation please contact your AFO or BHS

Quarterly Report Instructions

Report Package: Your report package contains three separate Financial Status Report (FSR) Form 369s. They are to be completed as follows:

Form # 1. BHS Modified Form 269 SHSP 5/19/05

Form # 2. BHS Modified Form 269 LETPP-CCP-EMPG T 5/19/05

and

Form #3. BHS Modified Form 269 RRT 5/19/05

1. Complete blocks 1-8.
2. Line 9a (Total expenses YTD (Year To Date)). County/Tribe populate with actual expenditures up to the end of the reporting period (line #8). Only payments completed and finalized by the end of the reporting period (block 8) should be included. Items submitted for payment but not yet paid, should not be included in the totals of this line.
3. Lines 9b and c will automatically populate in accordance with embedded formulas.
4. Line 9d is for bills that the County/Tribe is obligated to pay but have not yet been finalized for payment (Not Paid)
5. Lines 9e thru 9i will automatically populate in accordance with embedded formulas.
6. Line 10 (Performance report) Indicate the progress of goals in each of the solution areas. The performance report needs to be completed Semi-Annually to coincide with the Biannual Strategy Implementation Report (BSIR) which are due the 15th of July and the 15th of January each year. Additional sheets should be attached, as necessary, to provide supporting information for each solution area on the form.
7. Line 11 (Certification). The routing and signature of these forms will be in accordance with the mutual agreement of the Area Field Officers, County/Tribe Points of Contact and the RRT authorized official.

Note: Form # 3 (Regional Response Team) has an additional signature block for the RRT authorized official.

Once signatures have been obtained retain copies for your records. The originals should be routed in accordance with your local requirements to arrive at BHS not later than 30 days after the close of the reporting period (Line 8).

**IDAHO BUREAU OF HOMELAND SECURITY
2005 SHSP FINANCIAL STATUS REPORT**

1. State Agency To Which Report is Submitted		2. Federal Grant No.		3. Recipient Organization (Complete address)						
Idaho Bureau of Homeland Security		2005-GE-T5-0044		<div>County</div> <div>Street</div> <div>City, State Zip</div>						
4. Tax Identification No. & Suffix		5. Final Report		6. Base		7. Performance Period		8. Reporting Period		
Tax ID#		YES		CASH		From:	10/1/04	Select from Dropdown List		
		NO	X	ACCRUAL		To:	3/31/07			
Financial Status										
9. Recipient Status	Equipment	Exercise Specialist	Exercises	Regional Exercises	Training	USAR Training	Planning	SHSP M&A	OTHER	
a. Total expenses YTD										
b. Recipient Share of Expenses										
c. State Share of Expenses										
d. Total Obligated but not Paid										
e. Recipient Share of Obligated but not Paid										
f. State Share of Obligated but not Paid										
g. Total State Share (Sum of Line c and Line f)										
h. Total State Funds Awarded per Area										
i. Unobligated Balance of Funds (Line h Minus Line g)										
10. Performance reports: Attach Any Explanations Deemed Necessary Or Information Required By State Administrative Agency.										
<div></div>										
11. CERTIFICATION: I certify to the best of my knowledge and belief that this report is correct and complete and that all expenses and obligations not paid are for the purposes set forth in the award document.										
Name and Title of Authorized Official (Type or Print)		Signature of Authorized Official			Telephone # Including Extension				Date	

**IDAHO BUREAU OF HOMELAND SECURITY
2005 HSGP LETPP/CCP/EMPG FINANCIAL STATUS REPORT**

1. State Agency To Which Report is Submitted		2. Federal Grant No.		3. Recipient Organization (Complete address)						
Idaho Bureau of Homeland Security		2005-GE-T5-0044		<div>County</div> <div>Street</div> <div>City, State Zip</div>						
4. Tax Identification No. & Suffix		5. Final Report		6. Base		7. Performance Period		8. Reporting Period		
Tax ID#		YES		CASH		From:	10/1/04	Select from Drop-down List		
		NO	X	ACCRUAL		To:	3/31/07			
Financial Status										
9. Recipient Status	LETPP	LETPP M&A	CCP	CCP M&A	EMPG	EMPG M&A				
a. Total expenses YTD										
b. Recipient Share of Expenses										
c. State Share of Expenses										
d. Total Obligated but not Paid										
e. Recipient Share of Obligated but not Paid										
f. State Share of Obligated but not Paid										
g. Total State Share (Sum of Line c and Line f)										
h. Total State Funds Awarded per Area										
i. Unobligated Balance of Funds (Line h Minus Line g)										
10. Performance reports: Attach Any Explanations Deemed Necessary Or Information Required By State Administrative Agency.										
11. CERTIFICATION: I certify to the best of my knowledge and belief that this report is correct and complete and that all expenses and obligations not paid are for the purposes set forth in the award document.										
Name and Title of Authorized Official (Type or Print)		Signature of Authorized Official				Telephone # Including Extension			Date	

**IDAHO BUREAU OF HOMELAND SECURITY
2005 HSGP RRT FINANCIAL STATUS REPORT**

1. State Agency To Which Report is Submitted		2. Federal Grant No.		3. Recipient Organization (Complete address)					
Idaho Bureau of Homeland Security		2005-GE-T5-0044		County Street City, State Zip					
4. Tax Identification No. & Suffix		5. Final Report		6. Base		7. Performance Period		8. Reporting Period	
Tax ID#		YES X NO		CASH ACCRUAL		From: 10/1/04 To: 3/31/07		Select from Dropdown List	
Financial Status									
9. Recipient Status		RRT Equipment	RRT Exercise	RRT Planning	RRT Training				
a. Total expenses YTD									
b. Recipient Share of Expenses									
c. State Share of Expenses									
d. Total Obligated but not Paid									
e. Recipient Share of Obligated but not Paid									
f. State Share of Obligated but not Paid									
g. Total State Share (Sum of Line c and Line f)									
h. Total State Funds Awarded per Area									
i. Unobligated Balance of Funds (Line h Minus Line g)									
10. Performance reports: Attach Any Explanations Deemed Necessary Or Information Required By State Administrative Agency									
11. CERTIFICATION: I certify to the best of my knowledge and belief that this report is correct and complete and that all expenses and obligations not paid are for the purposes set forth in the award document.									
Name and Title of Authorized Official (Type or Print)		Signature of RRT Authorized Official			Telephone # Including Extension			Date	
Name and Title of Authorized Official (Type or Print)		Signature of County Authorized Official			Telephone # Including Extension			Date	

Budget Detail Worksheet

NAME OF GRANT & PROGRAM FUNDS

Program Overview and Narrative Worksheet

Complete one entire worksheet for each program.

Purpose: The Program Overview and Narrative allows you to title, describe and summarize what you are trying to accomplish with these funds. You must be descriptive and list the goals along with supporting tasks to clearly explain the intent of this project. You may have more than one goal within each program.

Project Manager **Title**
Name

Address **Phone:**
FAX
Email

Project Name

Scope:

Goal # 1
Task #1
Task #2
Task #3
Task #4
Task #5

Goal #2
Task #1
Task #2
Task #3
Task #4
Task #5

Worksheet 1 - Personnel and Benefits

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, or your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be left blank.

Type in amount of Allocation for this Program		Remainder This Page		0.00
Position	Term	Salary	% of Time	Cost Per
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
Subtotal Salary				-

Position	Term	Benefits	% of Time	Cost Per
				-
		-		-
				-
				-
				-
				-
				-
Subtotal Benefits				-

8

Budget Detail Worksheet
NAME OF GRANT & PROGRAM FUNDS
Worksheet 2 - Travel and Equipment

C. Travel - Itemize travel expenses of project personnel by purpose (e.g. staff to training, field interviews, advisory group meeting, etc.) Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X per diem). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit cost involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Balance Forward	-	Balance This Page		-
Purpose of Travel	Location	Item	Computation	Cost Per
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
Subtotal Travel				-

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property that has a useful life of more than two years and an acquisition cost of \$1,500 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$1,500). **Expendable items should be included either in the 'supplies' category or in the 'Other' category.** Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Qty	Per	Computation	Cost Per
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
Subtotal Equipment				-

Subtotal Travel & Equipment -

<p align="center">Budget Detail Worksheet NAME OF GRANT & PROGRAM FUNDS Worksheet 3 - Supplies and Construction</p>	

E. Supplies - List items by type (office supplies, postage, training material, copying paper, and expendable equipment items cost less than \$1,500, such as books, handheld tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for item cost less than \$1,500). Generally, supplies include any materials that are expendable or consumed during the course of the project.

[illegible]

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work			
		Total		

Subtotal Supplies & Construction	-
----------------------------------	---

Budget Detail Worksheet
NAME OF GRANT & PROGRAM FUNDS
Worksheet 4 - Contracting & Consultants

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulation are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from the Federal Agency.

Balance Forward	-	Balance This Page		-
Name	Service	Hours	Charge	Cost Per
				-
Subtotal Consultant Time				-

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Quantity	Cost	Cost Per
				-
				-
				-
				-
				-
				-
				-
				-
				-
Subtotal Consultant Expenses				-

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item			Vendor	Qty	Cost	Cost Per
						-
						-
						-
						-
						-
Subtotal Contracts						-
Subtotal Consultants/Contracts						-

Budget Detail Worksheet
NAME OF GRANT & PROGRAM FUNDS
 Worksheet 5 - Other and Indirect

H. Other Costs - List items (e.g. rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.				
Balance Forward	-	Remainder This Page		-
Description		Qty	Cost	Cost Per
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
Subtotal Other				-

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate agreement. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicants cognizant Federal agency, which will review all documentation and approve a rate for the applicants accounting system permits, costs may be allocated in the direct costs categories.

Description	%	Basis	Amt of Basis	Cost Per
Subtotal Indirect				-

H. Other Costs - List items (e.g. rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.				
Balance Forward	-	Remainder This Page		-
Description		Qty	Cost	Cost Per
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
Subtotal Other				-
I. Indirect Costs - Indirect costs are allowed <u>only</u> if the applicant has a Federally approved indirect cost rate agreement. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicants cognizant Federal agency, which will review all documentation and approve a rate for the applicants accounting system permits, costs may be allocated in the direct costs categories.				
Description	%	Basis	Amt of Basis	Cost Per
Subtotal Indirect				-

BHS-2 Budget Detail Worksheet

H. Other Costs - List items (e.g. rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Balance Forward	-	Remainder This Page		-
	Description	Qty	Cost	Cost Per
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
Subtotal Other				-

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate agreement. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicants cognizant Federal agency, which will review all documentation and approve a rate for the applicants accounting system permits, costs may be allocated in the direct costs categories.

Description	%	Basis	Amt of Basis	Cost Per
Subtotal Indirect				-

BHS-2 Budget Detail Worksheet

[illegible]

Budget Detail Worksheet
NAME OF GRANT & PROGRAM FUNDS
 Worksheet 6 - Budget Summary

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the space below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project. **MAKE CHANGES ON INDIVIDUAL WORKSHEETS, NOT ON THIS SHEET.**

Budget Category			Total
A. Personnel			-
B. Fringe Benefits			-
C. Travel			-
D. Equipment			-
E. Supplies			-
G. Consultants/Contracts			-
H. Other			-
		Total Direct Costs	-
I. Indirect Costs			N/A
		TOTAL PROJECT COSTS	-
		BHS Program Allocation	\$ -
		Balance	-

APPENDIX

D

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APPENDIX D – Training Program

Introduction

The 2004 and 2005 SHSP training allocations provide a means to pay for training costs associated with enhancing the capabilities of state and local emergency preparedness and response personnel in the areas of terrorism prevention, response, and recovery. These funds will provide approved training to personnel from the following disciplines: firefighters, law enforcement, emergency management, emergency medical services, hazardous materials, public works, public health, health care, public safety communications, governmental administrative, cyber security, and private security providers.

The Idaho Bureau of Homeland Security vested the administration and delivery of this training program with the Idaho State University (ISU) Institute of Emergency Management. The Idaho State University Institute of Emergency Management is the primary point of contact to use these funds. Contact them in order to schedule approved training in your jurisdiction or to send personnel to approved training outside your jurisdiction. Their website is: <http://www.isu.edu/idiem/>. Their phone number is (208) 685-6797.

Local jurisdictions must submit a formal strategic training plan to the Idaho State University Institute of Emergency Management for review and approval. The training plan needs to identify a training strategy and priorities that will further develop their domestic and emergency preparedness capability in support of the *Interim National Preparedness Strategy* and the *Idaho State Homeland Security Strategy*. Completion of the training plan template provided will satisfy this requirement.

State Homeland Security Strategy Training Goals:

- Train 100% of Idaho's responders in the identified disciplines at the Basic ICS level by December 2005.
- Train 100% of Idaho's responders in the identified disciplines at the NIMS awareness level by December 2005.
- Train 75% of Idaho's responders in the identified disciplines to the awareness level by December 2005.
- Train 35% of Idaho's responders in the identified disciplines to the operations / defensive level by December 2005.

Equivalencies

Equivalent ICS courses include those managed, administered or delivered by FEMA, the Emergency Management Institute, the National Fire Academy, FIRESCOPE, the National Wildfire Coordinating Group, the U.S. Department of Agriculture, the Environment Protection Agency and the U.S. Coast Guard. If you have questions about equivalency, contact the Institute of Emergency Management for clarification.

Local jurisdictions should reference the following documents as they develop their strategic training plan.

- Interim National Preparedness Goal
- National Incident Management System
- Target Capabilities List
- Universal Task List
- Homeland Security Presidential Directive #8

Training Approval Process

Each jurisdiction must submit a training plan that defines their needs, strategy to address their needs, training objectives, and priority ranking of identified training activities. The plan should be submitted to the Idaho State University Institute of Emergency Management by **July 15, 2005**. Refer to the template provided at Tab 1.

Training Plan Development

The local jurisdiction must assemble a training plan working group within their Local Emergency Planning Committee (LEPC) that fairly and equitably represents all of the 12 stakeholder disciplines within the jurisdiction. The county emergency management coordinator should chair the planning group. The planning group reviews the goals identified in the state homeland security strategy and defines the jurisdiction's training needs accordingly. The planning group then jointly develops a strategy, supporting objectives and priority ranking structure to address their training needs.

Training Plan Review and Approval

The local jurisdiction submits their training plan to the Idaho State University Institute of Emergency Management using the prescribed template. The Idaho State University Institute of Emergency Management and Idaho Bureau of Homeland Security will jointly review the plan to determine if the plan supports the training goals identified in the Idaho State Homeland Security Strategy and Interim National Preparedness Goals. The local jurisdiction will receive notification from the Institute of Emergency Management regarding the acceptance of the plan or required modifications. If modifications are required, the Institute of Emergency Management will provide specific instructions to the submitting jurisdiction.

Training Course Approval

Local jurisdictions submit all training requests utilizing SHSP Training funds to the ISU Institute of Emergency Management. All requests are validated against the following 2 criteria:

1. Does the requested training fit within the context of the jurisdiction's approved training plan?
2. Does the training fit within the established purpose and scope of the SHSP Training program?

Approved Training: The Institute will contact the sponsoring jurisdiction to work out the logistical details associated with the training.

Training Plan Revisions and Updates

Jurisdictions should revisit and revise their training plans on an annual basis at a minimum. Jurisdictions may also select to revise their plan more regularly as needed. The review and approval process for training plan revisions is the same as for the initial review and approval.

Counties may choose to revise their plan to incorporate additional training or make changes to meet their goals. Revisions to the training plan may result in changes to priorities and objectives, however these revisions must not reduce the jurisdiction's ability to satisfy the goals identified in the State Homeland Security Strategy.

Allowable Expenses

Training programs in the following topic areas are approved:

- Agriculture/Food Security
- Cyber Security
- Geospatial Training
- NIMS Implementation
- National Response Plan (NRP) Implementation
- Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE)
- Critical Infrastructure Protection (CIP)

Counties or Tribes who wish to use grant funds to support attendance at and/or development of non-ODP sponsored training, must receive approval from Idaho State University Institute of Emergency Management prior to using funds for this purpose. Their Website is <http://www.isu.edu/idiem/>.

Allowable training-related costs include:

1. **TRAINING EVENT PLANNING:** Planning and conducting training workshops or conferences to include costs related to event planning, meeting space fees and other meeting costs, facilitation costs, materials and supplies and training plan development.
 - Full or Part-Time staff or Contractors/Consultants may be hired to support training activities approved by Idaho State University Institute of Emergency Management. Salaries and fringe benefits must be in accordance with the policies of the State or unit(s) of local government and has the approval of the State or the awarding agency, whichever is applicable. The services of contractors/consultants may also be procured by the state in the design, development, conduct, and evaluation of approved training.
 - Supplies are items that are expended or consumed during the course of the planning and conduct of the approved training projects.
2. **OVERTIME AND BACKFILL:** Overtime and backfill costs for emergency preparedness and response personnel from the 12 identified disciplines attending ODP-sponsored or approved training classes are allowable expenses.
 - Payment of overtime expenses will be for work performed by County or Tribal employees in excess of the established work week (usually 40 hours).
 - Overtime payments are allowed only to the extent that the payment for such services is in accordance with the policies of the State or unit(s) of local government and has the approval of the State or the awarding agency, whichever is applicable.
 - In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time, even though such work may benefit both activities.
 - Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation. Pension costs can be included in the fringe benefit calculation if grantees can document that an existing law, ordinance, regulation, collective bargaining agreement or other legal instrument requires pension costs in the overtime fringe rate.

3. **VOLUNTEER COMPENSATIONS:** Costs associated with compensating volunteer responders from any of the identified 12 disciplines that attend ODP-sponsored or approved training classes are allowable expenses.
 - Agencies with a documented training rate for their volunteer staff may request reimbursement for these costs with supporting documentation.
 - Stipend reimbursements for qualifying agencies that don't have a documented training rate will be paid at the approved statewide rate.
 - partial day (2-6 hours of actual attendance)
 - Full day (6 or more hours of actual attendance).
 - Volunteers in service organizations such as The American Red Cross or Community Emergency Response Teams are not eligible for the stipend.
4. **TRAVEL COSTS:** Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the training project(s) or for attending ODP-sponsored courses. These costs must be in accordance with either the federal or an organizationally approved travel policy.
5. **Citizen Volunteers:** Awareness level training for citizen emergency preparedness is authorized for citizens affiliated with an organized volunteer effort such as CERT or the American Red Cross.
6. **Medical Trauma Courses:** Medical trauma courses are eligible for support through SLGCP funds, provided that the training meets the following requirements:
 - The training must not supplant existing resources, but rather must build additional capabilities above and beyond those that currently exist. Any additional capabilities pursued through these training opportunities must meet a specific need identified through the homeland security assessment process and must comport with the State or Urban Area Homeland Security Strategy.
 - States and Urban Areas shall conduct training in compliance with NFPA 473, *Standard for Competencies for EMS Personnel Responding to Hazardous Materials Incidents* or applicable standards governing the health care community.
 - States and Urban Areas shall conduct training in compliance with State and local regulations and policies governing the certification of EMS providers.
 - States or Urban Areas shall coordinate their efforts with the closest Metropolitan Medical Response System jurisdiction.
 - Trainees shall have completed a basic Emergency Medical Technician (EMT) certification per the State or local accreditation requirements. This type of training may not be funded with ODP monies.
 - If a medical trauma course fully addresses the emergency medical services sections included in the *ODP Emergency Responder Guidelines* and the *ODP Homeland Security Guidelines for Prevention and Deterrence*, no additional CBRNE-specific training is necessary for eligibility purposes. However, if the foundational medical trauma course does **not** fully address the emergency medical services sections included in the *ODP Emergency Responder Guidelines* and the *ODP Homeland Security Guidelines for Prevention and Deterrence*, then the student must also complete follow-on CBRNE awareness training within a reasonable timeframe in order for the medical trauma course to be considered an allowable use of SLGCP funds.
7. **Hazardous Materials Courses:** Hazardous materials courses-including basic, operations, and technician level courses-are eligible for support through SLGCP funds **only** if the course fully addresses the hazardous materials sections included in the *ODP Emergency Responder Guidelines* and the *ODP Homeland Security Guidelines for Prevention and Deterrence*. If the hazardous materials course does **not** fully address

the hazardous materials sections included in the *ODP Emergency Responder Guidelines* and the *ODP Homeland Security Guidelines for Prevention and Deterrence*, then the course is not considered an allowable use of SLGCP funds.

The training must not supplant existing resources, but rather must build additional capabilities above and beyond those that currently exist. Any additional capabilities pursued through these training opportunities must meet a specific need identified through the homeland security assessment process and must conform with the State or Urban Area Homeland Security Strategy.

8. **Other Federal Courses Related to CBRNE Terrorism:** States are no longer required to submit requests for personnel to attend certain Federal courses that fall within the SLGCP mission scope of preparing State and local personnel to prevent, respond to, and recover from acts of terrorism involving CBRNE weapons.

Several broad categories of courses will automatically be included in the list of eligible Federal courses:

- All National Incident Management System (NIMS) training approved by the NIMS Integration Center (NIC) is eligible for use of SLGCP funds.
- All Incident Command System (ICS) training offered through the National Fire Academy and the Emergency Management Institute is eligible for use of SLGCP funds. This guidance applies to resident training, train-the-trainer, and field delivery of courses.
- In conjunction with the release of FY2005 Homeland Security Grant Program guidance, SLGCP has published a list of eligible Federal courses that fall within its mission scope. The list is posted on the training section of the ODP website (www.ojp.usdoj.gov/odp/training.htm) and will be updated regularly as additional courses become available.

These courses must build additional capabilities that 1) meet a specific need identified through the homeland security assessment process, and 2) conform with the State or Urban Area Homeland Security Strategy.

Federal funds must be used to supplement—not supplant—existing funds that have been appropriated for the same purpose. Thus, if the State or Urban Area has already budgeted for personnel to attend courses, SLGCP funds may only be used to send additional individuals above and beyond those previously budgeted.

Financial Process

Charges and Fees: For the SHSGP grant, no management fees will be assessed to your training allocation. You will only get charged for the direct cost you accrue for delivering the training including:

- Materials and shipping
- Instructor fees
- Instructor travel
- Student travel, overtime, and backfill

For courses requested using the LETPP grant, a small management fee will be added to cover the additional administrative costs incurred by the ISU Institute of Emergency Management.

Payments and Reimbursements: The Institute of Emergency Management will pay all approved expenses directly whenever possible. All necessary contracts will be issued

through the Institute of Emergency Management. Some expenses such as travel costs will be reimbursed either directly to the student or agency. The institute will provide the appropriate paperwork to the individuals or agencies. The Institute of Emergency Management will submit all completed paperwork to Idaho State University to process the reimbursement payment.

Urban Search and Rescue (USAR) Training

The Idaho Bureau of Homeland Security is developing three Urban Search and Rescue Teams. To facilitate the development of this capability a total of \$200,000 has been allocated for USAR Training. This amount is divided between four counties. These funds can be used for Train-The-Trainer Vendor, overtime, backfill, travel, per diem, and materials.

Each of the four counties, along with a representative from the Idaho Bureau of Homeland Security, has a designated representative sitting on the Idaho Collapse Search and Rescue Committee (ICSAR). This committee will develop a statewide USAR training plan. The Institute of Emergency Management and the Bureau of Homeland Security will jointly review the plan for approval. The committee sets the budget and implements the training program.

Regional Hazardous Materials Response Teams Training

Seven counties received designated 2004 and 2005 SHSP Training funds for their Regional Hazardous Materials Response Teams. Each regional response team will submit a training plan to Institute of Emergency Management. These plans will be jointly reviewed for approval by the Institute of Emergency Management and the Bureau of Homeland Security.

ICS Implementation Training

Subject to county approval and concurrence, the state may designate a portion of the 80% local share of the SHSP funds to develop a statewide Incident Command Implementation Curriculum. These funds will cover the development of course materials, instructor training, and course implementation. The course content will provide information on how to implement ICS within participating organizations to achieve NIMS compliance. This initiative supports the statewide implementation of NIMS.

Additional Information and Forms

Training Plan Template – Appendix D, Tab 1
Definitions: Yes/No/Possible Courses – Appendix D, Tab 2
Non Pre-Approved Request – Appendix D, Tab 3
Additional Information about Approved Courses – Appendix D, Tab 4
Recommendations to Save Time and Money – Appendix D, Tab 5

Tab 1 Training Plan

TRAINING FORM #1 – THIS IS ONLY A SAMPLE – PLEASE USE THE COMPUTER VERSION												
Jurisdiction	POC Name	Phone #	E-Mail	Grant: <input type="checkbox"/> SHSGP <input type="checkbox"/> LETPP								
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Classes	Approximate Number of People Needing Training	Number to be Trained Per Class	Target Audience	Instructor/Mat erials Costs	Room Rental	Student Travel	Overtime/ Backfill	Refreshments for Class	Supplies	Certificates	Total Cost	Notes
Goal #1 – 100% ICS Basic (List each course separately)												
IEM-195: ICS Basic												
IEM-195: ICS Basic												
Goal #2 – 100% NIMS Awareness (List each course separately)												
IS-700 (Offered through FEMA)												
IEM-700												
IEM-700												
Goal #3 – 75% Trained to Awareness Level (List each course separately)												
IEM-102 – WMD Basic Awareness												
IEM-160 – WMD Awareness Level												
IEM-180 – Hazmat Awareness												
Goal #4 – 35% Trained to Performance & Operations Level (List each course separately)												
ICS Implementation Training												
Curriculum Development & Train-the-Trainer												
IEM-193 ICS Implementation												
Other Training (List each course separately)												

Tab 2

Definition of Approved / Disapproved / Non – Pre-Approved Courses

Automatic Approved Courses: Any Course in the ISU catalog will automatically be approved.

Automatic Disapproved Courses: There are some courses that will not be approved for any of three reasons.

- First, the training does not meet the standards set by ODP. As you have read in the 2005 guidance, the purpose of the ODP training money is for preparing and responding to a WMD/CBRNE event. This is probably the one that is the most difficult for us to explain. For example, we cannot approve a Basic or Advance EMT Course. We understand that it would be difficult for a small community to respond to a WMD because they do not have enough EMTs. One could argue that this EMT training is essential and has a CBRNE component.
- Second, the training is attempting to supplant training that is already occurring. For example, the local hospital has set aside funds for their annual decontamination training. Please do not submit a request in your training plan for funds for this training. However, if you want to add an additional decon training, that would be fine.
- Third, the training does not fit within the Idaho State Strategic Training Plan. The course may meet ODP standards and not supplant other training. However, the course may not have linkage to Idaho's plan. For example, a course request would be denied if a local police department wanted WMD/CBRNE SWAT training, but they don't have a SWAT team.
- Examples of requests that will be denied.
 - Conference attendance
 - Basic Communication Training
 - Basic Law, Fire, or EMT Training

Non – Pre-Approved Courses: There are several courses that are not pre-approved, but meet ODP standards, do not attempt to supplant other training, and fall within the Idaho Bureau of Homeland Security training strategy.

For each course that you include in your plan that fits within this category, please complete Training Tab 3. Each of these requests will be evaluated.

If you are in doubt of whether a course is a POSSIBLE or a NO, complete a form.

Tab 3

Non Pre-Approved Course Request Form

Please note: We are requesting this information to ensure your training request meets ODP requirements and Idaho Bureau of Homeland Security plans. The following language is taken directly from ODP:

By submitting this form, I certify, to the best of my knowledge, that this course meets the guidelines below and adheres to the ODP mission of preparing for, responding to, and recovering from WMD and CBRNE incidents. SLGCP will conduct periodic randomized reviews of State training funded through SLGCP monies. These reviews may include requests for all course materials and physical observation of or participation in the funded training. If these reviews determine that courses are outside the scope of this guidance, grantees will be asked to repay grant funds expended in support of those efforts.

1. States intending to use funds to support attendance at non approved courses must meet the following guidelines
2. Fall within the mission scope to prepare State and local personnel to prevent, respond to, and recover from acts of terrorism involving CBRNE weapons
3. Build additional capabilities that
 - Meet a specific need identified through the homeland security assessment and
 - Conform with State Homeland Security Strategy
4. Address tasks articulated in the ODP Emergency Responder Guidelines and the ODP Homeland Security Guidelines for Prevention and Deterrence appropriate for this type and level of training.
5. Address the specific tasks articulated in the Universal Task List and Target Capabilities List, as they become available.
6. Conform with applicable Federal, State, and/or local certification, regulatory, and policy requirements deemed appropriate for this type and level of training.
7. The funds for this course are used to supplement, not supplant, existing funds that have been appropriated for the same purpose.

Please Type or Print

I. POINT OF CONTACT INFORMATION (Individual who is requesting the training and taking responsibility)

1. Name:
2. Title:
3. Agency:
4. Mailing Address:
5. Phone:
6. Email

II. COUNTY/GRANT INFORMATION

1. Jurisdiction Requesting Training:
2. Jurisdiction Contact Name
3. Jurisdiction Contact Title
4. Jurisdiction Contact Email
5. Jurisdiction Contact Phone

6. Grant Source (Circle One)

2004 SHSGP County Funds	2004 SHSGP Regional Response Team Funds	2004 LETPP FUNDS	
2005 SHSGP County Funds	2005 SHSGP Regional Response Team Funds	2005 LETPP FUNDS	2005 SHSGP USAR Team Funds

III. BASIC COURSE INFORMATION

1. Course Title:

2. Circle all Disciplines to Be Trained (If you circle other, please fill in).

Law Enforcement	EMS	Emergency Management Agency	Fire Service
Hazardous Materials	Public Works	Governmental Administrative	Public Safety Communications
Health Care	Public Health	Other:	Other:

3. Circle Level of Training:

Awareness	Performance Defensive (OSHA OPERATIONS)	Performance Offensive (OSHA TECHNICIAN)	Planning/Manag ement(OSHA INCIDENT COMMAND)
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4. Number of First Responders That will Receive Training?

5. Approximate Costs

Activity	Cost
Instructor Cost (including travel, lodging, per diem, materials)	
Student Travel Costs Cost (including travel, lodging, per diem, materials)	
Student Overtime/Backfill Costs	
Total	

IV. Detailed Course Information (Complete these questions on separate sheets)

1. Brief overview training (2 or 3 sentences)

2. Detailed description of training (Please include all of the following. If you have handout please don't retype. Just attach documents. If you do not have access to these materials, please explain)

- Plan of Instruction or Lesson Plan
- Objectives
- Instructor Materials

3. Is this training already approved by ODP? (If yes, skip Question #2).

4. How does training fit within mission and purpose of the ODP Grant?

5. Does the training support Idaho's strategic plan for homeland security?
6. Is the training cost reasonable and cost effective?

V. Additional Information (We don't need this during your initial application. If you don't have it don't worry)

1. Approximate Date of Training
2. Vendor Bid (If this training is approved ISU may need to send this out for bid).
 - a. At this time do you have a particular vendor in mind?
 - b. If yes please list bid quote and contact information
 - c. Did you take bids from other vendors?
 - d. If yes, describe the bid process?
 - e. If yes, please list vendor names and bids.

Tab 5

Additional Information about Approved Course Offerings

ODP Courses

These courses can only be offered a few times within Idaho. Normally they require a minimum of 30 people to attend the course.

There are no instructor or material fees for the course. If you want to host the course, please make a note of it in your plan.

If you just want to send a few people to the course, include the costs associated with send those people.

Regional Courses

These courses can be delivered in Idaho about six times per year.

Usually there are instructor and material fees for the course. If you want to host the course, please make a note of it in your plan.

If you just want to send a few people to the course, include the costs associated with send those people.

Local Courses

Theses courses can be offered as many times as you would like based on your training plan. We would like a minimum number of six students.

There are instructor and material fees for the courses.

On-Line Courses

These are courses that are offered over the Internet. Individuals can take on-line training at any time. For on-line training offered through FEMA or the Institute of Emergency Management, there are no costs for these trainings.

Self-Study CD ROM Courses

These are interactive courses that are offered through a CD-ROM. Individuals can take these trainings at any time. Agencies can order as many of these CDs as they would like for no charge. Two of the courses have a charge of \$9 every time a student successfully completes the course.

Tab 5

Recommendations to Save Time and Money

Time Savings

In your plan, you may include and get approval for a course that is not already listed. Idaho State University and the State of Idaho will require us to get a bid before we can schedule this course. This will take a little bit of time. Please do not request one of these trainings two weeks in advance and expect us to meet your date.

Most of the Regional and ODP courses are booked months in advance. If you anticipate that you are going to want one of these courses, submit your requests early.

Once your plan has been approved, please use the Learning Content Management System www.idahoprepares.com to request trainings and register students. This will speed up all aspects of the process considerable.

Financial Savings

There are a lot of allowable expenses. However, it is not possible for your jurisdiction to spend money on all allowable expenses. Therefore, we have included some recommendations for your consideration when determining how you are planning on spending your money.

- Where possible, take self-study or on-line courses.
- Don't just consider whether training is allowable or not. Also consider whether or not the training is necessary, and if it helps you meet your goals that are identified in your training plan.
- Fill classes with responders from multiple agencies. For example, if the local fire department is hosting a Basic ICS course, it costs very little to add two people from Public Works.
- We suggest that you do not pay for lunches. Very few agencies pay for their employees' meals while on duty.
- We strongly consider that you do not host a conference. The additional costs associated with conferences outweigh the amount of training delivered.
- Partner with neighboring counties when scheduling courses.

Travel

- Travel may be one of the largest parts of your budget.
- When developing your plan, we recommend that you make a decision to have a fair and equitable travel policy.
- Budget travel funding for local elected officials to attend one of the following courses IEM 311 or IEM 312.
- If you develop a policy, consider some issues:
 - Do you want to pay for travel for all classes or just certain classes? For example, no travel for certain basic classes because these could be completed as self-study.
 - Do you want to pay for people that have to travel over a certain distance?
 - Are you going to treat volunteers and paid personnel the same?

Overtime and Backfill

- Overtime and Backfill may be another large part of your budget.
- When developing your plan, we recommend that you make a decision to have a fair and equitable policy.
- If you develop a policy, consider some issues:
 - Do you want to pay for Overtime and Backfill for all classes or just certain classes? For example, no Overtime and Backfill for certain basic classes because these could be completed as self-study.
 - If you are prepared to use Overtime or Backfill for a Basic ICS course are you prepared to do it for all personnel from all disciplines?
 - Are you going to treat volunteers and paid personnel the same?

APPENDIX

E

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APPENDIX E – Exercise Program

Grant funds for the FY 2005 exercise program may be used to plan, design, develop, conduct, and evaluate exercises that measure and evaluate homeland security preparedness, prevention and response personnel, mitigation and response plans, policy, procedures and protocols, and assess the readiness of jurisdictions to prevent and respond to a terrorist attack.

The state's exercise strategy for FY 2005 will remain consistent with the principles which were established in the State of Idaho Homeland Security Exercise and Evaluation Program Three-Year Exercise Plan dated September 3, 2003. (Available on the BHS Website <http://www.bhs.idaho.gov/>)

The three-year exercise program include an integrated and comprehensive approach which incorporates multiple emergency support functions, multiple response disciplines, and participation from state, local, and federal agencies whenever practical. A multi disciplinary inter-governmental exercise strategy uses a series of smaller more focused exercises as building blocks to prepare for larger more inclusive exercises. The exercise program incorporates a variety of exercise methodologies that includes drills, tabletop exercises, functional exercises, and full-scale exercises. Workshops, seminars, and meetings will continue to be used to plan for each exercise activity.

Exercise activity will continue to be primarily regionally based using the seven Homeland Security Preparedness Districts as the model for identifying county/ region designation. Each county has received a specific amount of grant dollars for exercises which they may elect to use to host individual or regional exercises in order to build towards and prepare for larger scope exercises.

Each Homeland Security Preparedness District shall continue to conduct annually a minimum of one tabletop exercise, which includes the participation of multiple entities from more than two counties. In addition, each district is expected to conduct one functional or full-scale exercise every other year. Whenever feasible each functional or full-scale exercise should include the involvement of the State Emergency Operation Center for the purpose of improving communication, coordination, and cooperation between governmental agencies.

The county, through their regional exercise coordinator, should meet with each of the benefiting agencies within the county to develop plans for each proposed exercise. The regional exercise coordinator will submit to the state exercise specialist a White Paper Proposal document that identifies all known agencies that will participate in the projected grant associated exercises; explain the type of exercise to be conducted, when and where the exercise is expected to occur, and what the planned major objectives are for the exercise.

Each of the planned exercises will require a proposed budget that will be reviewed by the county or tribal POC, and the regional area field officer and forwarded to the state exercise specialist for final approval. Agencies will be reimbursed for their participation in both local and district exercises through the state administered funds allocated to the county in which the agency resides. In instances of district exercises where there are mutually shared expenses that cannot be attributed to a single county but are necessary to conduct the exercise, the county POCs for that region will approve the use of county exercise dollars to assist in covering the shared costs.

In addition to the exercises conducted by the counties, the state shall perform a minimum of one tabletop exercise and one functional exercise in one district each year.

During the 2005 grant period state and local exercise focus will be geared towards chemical, biological, radiological, nuclear, explosive attack, cyber and agricultural scenarios. Exercises that deal with issues such as mass causality events, the strategic national stockpile, foot and mouth disease, and the evaluation of equipment that was purchased under the 2003 SHSGP are recommended for consideration by the participating agencies.

Instructions for Individual Agency Exercise Cost Recovery

The following Cost Recovery packet is to be used for each agency requesting reimbursement for costs associated with an Idaho Bureau of Homeland Security HSEEP exercise. Each agency requesting reimbursement should complete and turn in a Cost Recovery packet. A packet should be filled out for each individual exercise where costs were incurred.

It is the responsibility of the individual agency requesting reimbursement to keep all receipts, records and all other required documentation for auditing purposes.

Each individual sheet must be signed along with the overall cover sheet.

This packet contains 7 pages. This first page is for instruction. Pages 2-6 are to be completed and turned in to the District Exercise Coordinator. Your agency will be reimbursed only when all paperwork has been completed correctly and signed by the District Exercise Coordinator.

In the case that an individual needs to be reimbursed for personal expenses incurred, that individual should seek reimbursement from their agency and their agency should seek reimbursement from the State through this form. Travel will be the only exception allowed from this policy. Travel may be reimbursed directly from the State by use of a State Travel Reimbursement form.

Page 7 of this packet is a W-9 form. This form must be completed in order for your agency to be eligible for reimbursement. If you have questions pertaining to the W-9 form, please contact your agency's financial advisement personnel.

If you have any questions pertaining to exercise Cost Recovery, please contact your District Exercise Coordinator or the State Exercise Coordinator, Josh Fishburne, at (208) 422-5747.

Completed packets can be mailed to:

Josh Fishburne
Idaho Bureau of Homeland Security
4040 Guard Street, Bldg. 600
Boise, ID 83705-5004
OR faxed to: (208) 422-4485

**Idaho Bureau of Homeland Security
Office of Domestic Preparedness Exercise
Grant**

BHS OFFICE USE ONLY

Approval Signature: _____

Date: _____

PCA: _____ Mandatory ☐

EXPENSE REIMBURSEMENT FORM

Agency Submitting Claim: _____

Exercise Date: _____

Address of Agency: _____

City: _____ State: _____ Zip: _____

E.I.N. (Employer Identification Number – found on W-9): _____

Completed By: _____

Phone #: _____ Fax #: _____

Exercise Name: _____

Exercise Location: _____ County: _____ District: _____

Time Exercise Started: _____ Ended: _____

Time Response Began: _____ Ended: _____

Agency Role in Exercise: _____

Grant Source ☐ '03 Part II (If approved by BHS) ☐ '04

Personnel Costs: _____

Vehicles and Apparatus Costs: _____

Materials/Supplies Costs: _____

Miscellaneous Costs: _____

Total Costs: _____

Signed itemized reports for this agency are enclosed with this form.

I hereby certify that all costs submitted were incurred as a result of response to this exercise and that we have not nor will receive payment for these costs from any other source. I certify that the personnel costs are for overtime pay and recalled personnel only. These costs would not have been incurred had the exercise not occurred.

**Supervisor or Payroll
Person (please print)**

Signature

District Exercise Coordinator

Date

PERSONNEL COSTS

DIRECTIONS: Please complete this form for reimbursement of personnel cost for each employee that was recalled, paid on call, or who worked overtime as a result of the exercise. Record their hourly pay including your department's benefits rate, whether they worked OT, backfill, or volunteer stipend, total exercise hours, a brief description of their on-scene duties. Attach multiple sheets as necessary. Time sheets must be kept by your agency for auditing purposes.

DEPARTMENT NAME: _____

Name	Duty Status (OT, Backfill, Volunteer Stipend)	Hourly Rate Plus Benefits	Total Hours	Total Amount	On-Scene Duties
TOTALS:					

EMPLOYER CERTIFICATION: I hereby certify that all personnel cost listed herein are for overtime and/or recalled personnel only. I further certify that all information contained on this form is true and correct to the best of my knowledge. I understand that these numbers may need to be verified by a State audit.

_____ Signature (supervisor or payroll person)	_____ Title	_____ Date
--	-----------------------	----------------------

VEHICLES AND APPARATUS

DIRECTIONS: Please complete this section for reimbursement of vehicles and apparatus used specifically for the exercise. Receipts must be kept by your agency for auditing purposes.

DEPARTMENT NAME: _____

Item	Qty	Total Hours	Unit Cost or Hourly Rate	Total Cost
TOTALS=				

EMPLOYER CERTIFICATION: I hereby certify that all costs listed herein are for the purposes of this exercise only. I further certify that all information contained on this form is true and correct to the best of my knowledge. I understand that these numbers may need to be verified by a State audit.

Signature (supervisor or payroll person)

Title

Date _____

MATERIALS/ SUPPLIES

DIRECTIONS: Please complete this section for reimbursement of materials and supplies costs incurred as a result of the exercise. Receipts must be kept by your agency for auditing purposes.

DEPARTMENT NAME: _____

Item	Qty	Unit Cost	Total Cost
TOTALS=			

EMPLOYER CERTIFICATION: I hereby certify that all costs listed herein are for the purposes of this exercise only. I further certify that all information contained on this form is true and correct to the best of my knowledge. I understand that these numbers may need to be verified by a State audit.

Signature (supervisor or payroll person)

Title

Date

MISCELLANEOUS

DIRECTIONS: Please complete this section for reimbursement of miscellaneous costs utilized specifically used for the exercise. Please provide a justification for the miscellaneous expense. Receipts must be kept by your agency for auditing purposes.

DEPARTMENT NAME: _____

Item & Justification	Qty	Unit Cost or Hourly Rate	Total Cost
Item			
Justification			
Item			
Justification			
Item			
Justification			
Item			
Justification			
Item			
Justification			
Item			
Justification			
Item			
Justification			
Item			
Justification			
Item			
Justification			
TOTALS=			

AGENCY CERTIFICATION: I hereby certify that all costs listed herein are for used in the conduction of the exercise only. I further certify that all information contained on this form is true and correct to the best of my knowledge. I understand that these numbers may need to be verified by a State audit.

Signature (supervisor or payroll person)	Title	Date
--	-------	------

**Request for Taxpayer
Identification Number and Certification**

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	<input type="checkbox"/> Exempt from backup withholding
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
			+			+		
or								
Employer identification number								
			+					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

**Sign
Here**

Signature of
U.S. person ▶

Date ▶

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515**, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

APPENDIX

F

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APPENDIX F – Emergency Support Functions

ESF	SCOPE
ESF #1 – Transportation	Federal and civil transportation support Transportation safety Restoration/recovery of transportation infrastructure Movement restrictions Damage and impact assessment
ESF #2 – Communications	Coordination with telecommunications industry Restoration/repair of telecommunications infrastructure Protection, restoration and sustainment of national cyber and information technology resources
ESF #3 – Public Works and Engineering	Infrastructure protection and emergency repair Infrastructure restoration Engineering services, construction management Critical infrastructure liaison
ESF #4 – Firefighting	Firefighting activities on Federal lands Resource support to rural and urban firefighting operations
ESF #5 – Emergency Management	Coordination of incident management efforts Issuance of mission assignments Resource and human capital Incident action planning Financial management
ESF #6 – Mass Care, Housing and Human Services	Mass care Disaster housing Human services
ESF #7 – Resource Support	Resource support (facility space, office equipment and supplies, contracting services, etc.)
ESF #8 – Public Health and Medical Services	Public health Medical Mental health services Mortuary services
ESF #9 - Urban Search and Rescue	Life-saving assistance Urban search and rescue
ESF #10 – Oil and Hazardous Materials Response	Oil and hazardous materials (chemical, biological, radiological, etc.) response Environmental safety and short- and long-term cleanup
ESF #11 – Agriculture and Natural Resources	Nutrition assistance Animal and plant disease/pest response Food safety and security Natural and cultural resources and historic properties protection and restoration
ESF #12 – Energy	Energy infrastructure assessment, repair, and restoration Energy industry utilities coordination Energy forecast
ESF #13 – Public Safety and Security	Facility and resource security Security planning and technical and resource assistance Public safety/security support Support to access, traffic, and crowd control
ESF #14 – Long-Term Community Recovery and Mitigation	Social and economic community impact assessment Long-term community recovery assistance to States, local governments, and the private sector Mitigation analysis and program implementation
ESF #15 – External Affairs	Emergency public information and protective action guidance Media and community relations Congressional and international affairs Tribal and insular affairs

